

---

## **215.23A**

### **Notice of Missed Appointment**

---

#### **Introduction**

A copy of the document, Notice of Missed Appointment, is printed on the following page. This document is generated from the WIC data system. It can also be printed in Spanish.

---

**Iowa WIC Program  
Notice of Missed Appointment**

[Today's Date]

[Parent/guardian first and last name]

[Address]

[City, State, Zip]

Dear [Parent/guardian first name]:

According to our records, your family missed a WIC appointment on [date] [time].

Please see below:

[Date]

[Time]

[Participant name]

[Appointment type]

Please call us at the number provided below at your earliest convenience to schedule an appointment. We look forward to seeing you soon.

[Local agency name]

[Local agency address]

[Local agency city, state, zip code]

[Local agency phone number]

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.